

VMR-VRO GUIDELINE EFFECTIVE DATING

What is “effective dating”?

1. When a user adds a row to a vendor’s address or location, the current date appears to mark when a change has been made.

What does effective dating do?

1. Lets other users know when the last update was made to the vendor’s record.
2. Even though everything seems to change on previous vouchers when you use effective dating, we were told that the history is tracked on the database. For instance, an address correction or new ACH bank information appears on old vouchers when inquired online. The archived files, however, will contain the address and bank information used at the time of the voucher.

Why do old addresses and locations still appear in a voucher when I used effective dating?

1. We have been told that that is the way the system was designed. (This is still an issue in version 8.9.)
2. To prevent the use of old addresses and locations, the description fields on them should be changed to “**INACTIVE.**” Voucher users will then be able to see this description and know that they should not select that location/address.
3. For these reasons, we ask that you please contact the Vendor Registry Office for help if you need to inactivate anything on a vendor. Email your requests to spovendor@nd.gov.

Effective dating and 1099 information

1. See ‘1099 Reporting Problems and Fixes’ for information on how to fix 1099 information.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.